**KP FORM NO. 3**

Republic of the Philippines

Province of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CITY/MUNICIPALITY OF \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Barangay \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**OFFICE OF THE PUNONG BARANGAY**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_

(Date)

**NOTICE OF APPOINTMENT**

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Sir/Madam:

Please be informed that your have been appointed by the Punong Barangay as a MEMBER OF THE LUPON TAGAPAMAYAPA effective upon taking your oath of office, and until a new Lupon is constituted on the third year following your appointment. You may take your oath of office before the Punong Barangay on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Very truly yours,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Barangay Secretary